

SAN JOSE UNIFIED SCHOOL DISTRICT

I. **Title** Specialized Special Education Autism Paraprofessional

II. **Definition**

Required in order to participate in the specialized program in partnership with the Morgan Center. This intensive format is used to adapt classroom goals and IEP implementation to students identified as autistic. This is under the direction of the Director/Manager of Special Education

III. **Examples of Duties**

Some specific strategies may include Discrete Trial, schedules of reinforcement, acquisition and generalization, adapting classwork/homework, activities for daily living, intensive behavioral intervention plans specific to autistic profile, visual systems, Picture Exchange Systems (PECS), social skills, and other disability related IEP strategies. May be required to diaper, assist with students in toilet functions and, after District-provided training, catheterization when necessary. Specific drills and related activities will be set by teacher, in collaboration with behavior consultant/specialist. Under direction of the teacher, the paraprofessional implements above systems to fit classroom schedule and routines, works collaboratively with a wide range of school staff, parents, and private agencies for purpose of ensuring a safe and appropriate learning program and environment; maintains student files/records, cares for classroom and instructional equipment, etc. Intensive record keeping needed to implement and monitor ABA program. Does basic record keeping/clerical assistance for teacher when needed to implement student's program.

IV. **Distinguishing Characteristics**

The Paraprofessional in this position works exclusively with the special education autism program.

V. **Employment Standards**

Ability to:

- **Perform** possible emergency first aid care including care and summon aid.
- **Deal** with severe medical and physical problems.
- **Relate** to students in a warm and caring manner.
- **Maintain** an understanding, receptive attitude toward children.
- **Tolerate** abnormal behavior patterns in children.
- **Provide** ABA/Discrete trial and related instruction under the direction of the teacher and behavior specialist/consultant . Reinforces classroom objectives under direction of teacher.
- **Assist** teachers and parents in implementing Individual Educational Programs (IEP), and behavior plans and/or developing students' daily living, academic, social and behavioral skills.

- **Work positively and collaboratively** with a wide range of school staff, parents, and private agencies to ensure an appropriate learning program and environment.
- **Maintain** instructional materials and students' files/records to ensure a safe and appropriate learning environment.
- **Monitor** individual students, classroom, and or playground/community activities to maintain a safe and positive learning environment; collects data related to ABA/discrete trial goals and assists student in generalizing new skills in real life situations outside the classroom.
- **Perform** extensive record keeping (ABA), scheduling, copying etc. to support the teacher in maintaining student files and providing classroom materials.
- **Participate** in various meetings to share information and/or to improve skills/knowledge.
- **Perform** other job related duties as may be assigned.
- **Participate** in trainings which will be sponsored by the Educational Services Department.

V. **Education/Training/Experience:**

Two years of college course work or any combination of related experience/education which exceeds college requirements. Must have some experience with the education of autistic children and awareness of interventions such as ABA, PECS and Discrete Trial Training. Successful performance of data collection techniques, basic arithmetic calculations; and usage of correct grammar, punctuation and spelling. Knowledge of principles of child development, instructional processes. Ability to understand and address students with special needs. Ability to read, write and communicate in English.

VI. **Specific Qualifications:**

Required to be trained in Blood borne pathogens within the first thirty (30) days of employment. Must pass instructional associate test. First Aid and Cardiopulmonary Resuscitation Certificates are required. Periodic training in Applied Behavior Analysis will be sponsored by the district.

Board Date 12/9/04

Range 19A (\$18,344.64 - \$22,348.80)

Work Year 9.5 Months

Category Code _____

Preschool _____